



U.S. Department of State

2003 Presidential Management Intern (PMI) Program

Projected Positions

Instructions: Please carefully review the available position descriptions on the following pages. We have **approximately 41** projected positions available. Our program will consist of rotational assignments and career development/training. Tentative selections will take place after the PMI Job Fair.

NOTE: To be considered for any of the following positions, please complete a bureau preference sheet to identify the bureau(s) to which you wish to apply and submit it along with an updated copy of your resume.

Please ensure your resume is submitted directly to Danita Hickson, PMI Program Manager and not directly to the bureau. She will ensure that the bureau(s) receives a copy of your resume.

Security Clearance Requirement

All of the Department of State's PMI positions require the successful completion of a background security investigation and favorable adjudication of a Top Secret security clearance. The security clearance process may take 3-6 months to complete, but can take longer if you have had extensive travel, education, residence and/or employment overseas, or if you have dual citizenship, foreign contacts, immediate family or relatives who are not citizens of the United States and/or a foreign born spouse or if there is a security, suitability, or medical issue to resolve. These issues could include a current or past history of drugs or alcohol abuse, as well as a recent history of credit problems. It is important to note that the presence of any of these problems will not necessarily preclude you from receiving a security clearance. It will, however, lengthen the time it will take to complete the clearance process. **PMI's clearances that have been successfully adjudicated will enter-on-duty as a class in mid-September 2003, at which time they will receive a one-week dedicated orientation session.**

*****PMIs tentatively selected for positions in the Bureau of Intelligence and Research must be able to obtain/maintain a Top Secret Security clearance and access to Sensitive Compartmented Information (SCI).*****

U.S. Department of State

Program Guidance

Rotation Guidance

By participating in rotations, PMIs can gain management experience, work in a different occupational field, or learn about a program function from another perspective. PMIs may have the opportunity for up to two 4-month rotation assignments within the State Department to another bureau, division, office, or even another Agency or branch of the Federal Government, if they are relevant to their career development and if the immediate supervisor supports the rotational assignment. Since the bureau and/or supervisor will be without the PMI's services during the rotational assignment, PMIs are encouraged to be flexible and to have **reasonable expectations** regarding the bureau's position on the location, frequency, and duration of rotational opportunity(s). The experience that the PMIs gain from doing rotations will be used to mold their future careers with the Department.

Agency Guidance

As schedules permit, bureau representatives will be available to discuss specific assignments and conduct interviews.

The Department of State's screening/selection process is very intensive and time-sensitive. Our security clearance process may take 3-6 months or longer to complete. PMIs will enter-on-duty as a class in mid-September 2003, after security clearances are successfully adjudicated. If the security clearance is not adjudicated at this time, the PMI will enter-on-duty at a later date once the clearance process has been completed.

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U.S. Department of State

As the lead U.S. foreign affairs agency, the Department of State helps to shape a freer, more secure, and more prosperous world through formulating, representing, and implementing the President's foreign policy. The Secretary of State, the ranking member of the Cabinet and fourth in line of presidential succession, is the President's principal adviser on foreign policy and the person chiefly responsible for U.S. representation abroad.

To carry out U.S. foreign policy, the Department of State:

- ❖ Leads interagency coordination and manages the allocation of resources in conducting foreign relations;
- ❖ Represents the United States overseas and conveys U.S. policies to foreign governments and international organizations through U.S. embassies and consulates in foreign countries and diplomatic missions;
- ❖ Coordinates and supports international activities of other U.S. agencies, hosts official visits, and performs other diplomatic missions; and
- ❖ Conducts negotiations and concludes agreements and treaties on issues ranging from trade to nuclear weapons.

There are 191 countries in the world, and the United States maintains diplomatic relations with some 180 of them and with many international organizations. The Department of State, located in Washington, DC, takes the leading role in our mission to maintain and improve relationships with these countries. We maintain nearly 260 diplomatic and consular posts around the world, including embassies, consulates, and missions to international organizations. It is the primary provider of foreign affairs information used by some 60 federal agencies dealing with national security, intelligence, economic and commercial matters, or science and technology.

Projected Positions

Bureau of Administration (A)

The Bureau of Administration (A) provides support programs to the Department of State and U.S. embassies and consulates. These programs include: real property and facilities management; procurement; supply and transportation; diplomatic pouch and mail services; official records, publishing, and library services; language services; setting allowance rates for U.S. Government personnel assigned abroad and providing support to the overseas schools educating their dependents; overseeing safety and occupational health matters; small and disadvantaged business utilization; and support for both White House travel abroad and special conferences called by the President or Secretary of State.

Direct services to the public and other government agencies include: authenticating documents used abroad for legal and business purposes; responding to requests under the Freedom of Information and Privacy Acts and providing the Electronic Reading Room for public reference to State Department records and information access programs; printing official publications; and determining use of the Diplomatic Reception Rooms of the Harry S Truman headquarters building in Washington, D.C.

Position Title:

Program Analyst

Projected Number of Positions:

1

Location:

Washington, DC

Contact Information:Melissa Lytell **Phone:** 202-647-9060

Description of Position

This position is located in the Bureau of Administration, Center for Administrative Innovation (A/CAI). The Incumbent serves as a Program Analyst in the Center for Administrative Innovation, and is responsible for analyzing and evaluating administrative business processes for overseas and domestic operations from the customer's perspective.

The incumbent will formulate Department-wide policies for automating administrative business processes and making Department administrative services more accessible to, government employees and, where appropriate, U.S. citizens. The incumbent develops, analyzes, evaluates, advises on, or improves the effectiveness of work methods and procedures. The incumbent is responsible for identifying means for acquiring continued customer feedback and input to assess effectiveness changes and projected alterations. The incumbent performs analytical and evaluative work associated with program activities, analyzes the cost of administrative processes, identifying cost savings opportunities, and negotiating solutions that realize cost savings.

Communicates with colleagues, agency management, and other contacts outside of the agency to gather and analyze information about agency processes and programs. Under

the guidance of senior management, writes contracts, reports, and letters with recommendations for management programs, policies, and activities.

Performs work involving development of life cycle or other cost analyses of projects, or performance of cost benefit or economic evaluations of programs. Manages a cost effectiveness program for the agency. Evaluates, processes, or makes recommendations for effective organizational changes. Performs organizational analysis for key agency-wide organizations or programs or a major national mission or function.

Analyzes and evaluates the effectiveness of programs or operations in meeting established goals and objectives. Evaluates agency-wide programs against short and long-range objectives. The incumbent performs management and/ program support work, such as planning, research, analysis, correspondence control, communication, and/or liaison. Performs a variety of duties to carry out, administer, or advise on projects focused on improving the quality of business processes and delivery of services in the Department of State. (C)

Position Title:
Projected Number of Positions:
Location:
Contact Information:

Management Analyst
1
Washington, DC
Melissa Lytell **Phone:** 202-647-9060

Description of Position

This position is located in the Bureau of Administration, Executive Office (A/EX). The Executive Director reports directly to the Assistant Secretary of State for Administration. This is a classic public management assignment and an excellent introduction to the workings of government and the Department of State for a PMI interested primarily in Federal resource management. The Executive Office provides human resources, budget, information technology and management analysis support to all Bureau offices.

This includes the Office of the Assistant Secretary; the Deputy Assistant Secretaries for Operations, Logistics Management and Records and Publishing Services; the Procurement Executive and several other small staff offices. During the two-year assignment, the PMI will have the opportunity to work with each program area to ensure that s/he experiences the full range of Executive Office responsibilities.

The incumbent serves primarily as a Management Analyst on the Management Staff (A/EX/MGT) and is responsible for a host of projects involving Bureau performance planning. This includes working on the Bureau Performance Plan/Report as well as the comprehensive Department of State Performance Plan as a member of the Infrastructure/Operations working group. This work is related to the requirements of the Government Performance and Results Act and other statutory requirements. The incumbent will work with senior staff in developing the Bureau performance plan. This responsibility requires strong writing, some background or coursework in performance measurement, and interpersonal skills in gathering information, analyzing it and presenting it in the proscribed format.

Incumbent will also be tasked with developing, updating and implementing the Bureau's emergency planning program, and working with other organizations involved in this effort. With a constantly changing threat environment, the PMI will work closely with senior staff, ensuring that all emergency planning information is up-to-date, accurate and made available to all managers and employees. Critical thinking, good organizational and research skills and solid briefing capabilities are essential.

The PMI will be a part of a staff that currently oversees the office website and aspects of the Bureau of Administration webpage, bureau training policies, inspections and audits that involve all Bureau offices, management studies and performance planning. The candidate for this position must be comfortable working in a multi-tasked office where requirements can change as new deadlines are received. PMI must be able to meet deadlines, adjust workflow to ever changing requirements and work as a full team member. Strong writing, interpersonal, analytical and computer skills are required.

Beyond the primary assignment as a management analyst, the PMI will be exposed to human resource, budget, and information technology assignments and rotations within A/EX and as arranged, in the central bureaus responsible for these functions in the Department of State (e.g. Bureau of Human Resources, Bureau of Resource Management, Bureau of Information Resources Management and other offices charged with management policy and eGovernment or other efforts contributing to the fulfillment of the President's Management Agenda).

The Individual Development Plan and the identification of a mentor will be completed within 60 days of entry on duty, with both formal and on-the-job training provided as required elements of the position. (C)

Bureau of Democracy, Human Rights and Labor (DRL)

The Bureau of Democracy, Human Rights, and Labor (DRL) oversees initiatives and policies to promote and strengthen democratic institutions, civil society, and respect for human and worker rights. The bureau ensures that human rights and labor conditions in foreign countries are taken into account in the U.S. policy-making process. In support of these efforts, the bureau prepares and submits to the Congress annual reports on human rights practices and religious freedom in countries around the world.

Position Title:

Foreign Affairs Officer

Projected Number of Positions:

2

Location:

Washington DC

Contact Information:

Leroy Potts **Phone:** 202-261-8025

Description of Position

The Office of Country Reports and Asylum Affairs (DRL/CRA) in the Bureau of Democracy, Human Rights and Labor is looking for a PMI that has relevant experience in the study of Western Hemisphere Affairs, East Asian Affairs, or South East Asian Affairs. The candidate

would be responsible for the production of the annual Country Reports on Human Rights Practices.

Major duties and responsibilities include, but are not limited to:

- Assists in monitoring and evaluating development in assigned areas of responsibility, and assists in the analysis and development of policy decisions;
- Assists in coordinating development aspects of democratization, human rights or labor programs, operations and related projects between U.S. departments and agencies and foreign governments;
- Assists in the preparation of an agenda and position papers involving IWG regional subgroups and the functional subgroup in area(s) of assignment;
- As directed, manages democracy, human rights or labor programs in countries of assignment;
- Assists the primary action officer on programs in area(s) of assignment, in close liaison with State/PM and DOD/DSAA. Assesses effectiveness of IMET programs in meeting democracy objectives and make recommendations bases on assessment;
- As required prepares and clears draft correspondence, cables, and background material and contributes to the development and preparation of position papers and a variety of other written materials; and
- Assists in preparing special studies and analyses on particular aspects of democracy, human rights and labor affairs with particular countries in area(s) of assignment. Regional familiarity and sensitivity to human rights issues and refugees and migration matters is extremely desirable. (B)

Bureau of Diplomatic Security (DS)

The Bureau of Diplomatic Security (DS) is charged with formulating and directing policy on security programs worldwide to provide a secure environment for the conduct of U.S. diplomacy. The Bureau investigates passport and visa fraud; as well as other special investigations; conducts personnel security investigations; issues security clearances; protects the Secretary of State and certain foreign dignitaries and officials; provides physical and technical security for every U.S. embassy and consulate abroad; and is responsible for counter-terrorism initiatives, security engineering, building and construction security, diplomatic courier service, and security training. Within the Bureau, there are several Divisions that provide administrative services such as automated systems support, financial and personnel management, and other general services.

Position Title:

Management/Program Analyst

Projected Number of Positions:

5

Location:

Washington, DC

Contact Information:

Jackee Schools **Phone:** 202-663-0480

Description of Positions

The Bureau of Diplomatic Security provides a secure environment to promote American interests at home and abroad. This mission includes the protection of the Secretary of State and other senior government officials, resident and visiting foreign dignitaries and foreign missions in the United States; the conduct of criminal, counterintelligence and personnel security investigations; ensuring the integrity of international travel documents, sensitive information, classified processing equipment and management information systems; the physical and technical protection of the domestic and overseas facilities of the Department of State; providing professional law enforcement and security training to U.S. and foreign personnel; and a comprehensive, multifaceted overseas security program servicing the needs of our missions and the resident U.S. citizen and business communities.

In order to meet the DS challenge of formulating and directing policy on security programs worldwide, DS is divided into Directorates. The Directorates are the supporting elements for meeting the DS mission. The incumbents will be assigned to one of the following Directorates: Training Directorate, Domestic Operations Directorate, International Programs Directorate, Executive Directorate and the DS Office of the Assistant Secretary. The work is fast-paced and requires a highly motivated, self-starting individual with excellent written and oral communication skills. The incumbents will act as a primary point of contact for many matters. The ability to make decisions and directly oversee several on-going projects is essential.

Processes and Policies - Research and advise on processes, policies and procedures to help assure the most effective and appropriate use of State Department and Diplomatic Security resources. Assist in addressing critical issues by obtaining data, researching guidance, and selecting and using appropriate analytical techniques. Conduct effective organizational analysis reviews to identify resource and material weaknesses, problems, or irregularities.

Management and Budgetary Improvement Studies - Research and analyze management processes, organizational budgets, personnel and staffing functions, and policy issues. Use basic and intermediate analytical techniques in order to prepare reports, letters, and other documents containing recommendations for supervisors and management. Participate in the formulation, presentation, and justification of the annual budget.

Staff Support for the Assistant Director - Attend informational briefings, prepare background papers and talking points, and draft executive correspondence for the Directorate. Act as liaison between the aforementioned position and the various program offices within the Bureau.

This position will initially be located in the Training Directorate, Domestic Operations Directorate, International Programs Directorate, Executive Directorate or the DS Office of the Assistant Secretary where the incumbent will spend six months working as a Management Analyst. Various projects will be assigned according to the employee's interests and the needs of the Bureau. These projects may include: drafting correspondence, briefing materials or background papers, legislative research, project planning, and team leader responsibilities.

Training Directorate: The Training Programs Directorate manages and directs the Bureau's professional development and worldwide security training programs through the Office of Development and Training, Office of Mobile Security Training and the Office of

Antiterrorism Assistance Training. The Directorate is actively growing due to staffing increases throughout the Bureau that require corresponding increases in basic and in-service professional training and planned infrastructure improvements enabling the Antiterrorism Assistance program to expand its course offerings.

Domestic Operations Directorate: The Domestic Operations Directorate is comprised of the Office of Investigations, the Office of Field Office Management, the Office of Protective Operations, and the Office of Domestic Facilities Protection. These program offices provide security to more than 100 Department of State facilities in the US; investigate personnel security and crimes involving passport and visa fraud; and protect the Secretary of State, the U.S. Ambassador to the United Nations, and high-ranking foreign dignitaries visiting the United States. Although the Domestic Operations programs are based domestically and their focus is on issues inside the U.S., their work encompasses and impacts worldwide operations.

International Programs Directorate: The International Operations Directorate is responsible for security programs that protect our international missions from physical and electronic attack, investigate allegations or occurrences of security violations by U.S. Government employees, and interface with the U.S. intelligence community on all international and domestic terrorism matters. The Directorate is comprised of the following offices: Regional Directors, the Office of Special Programs and Coordination, the Office of Intelligence and Threat Analysis, and the Office of Facility Protection Operations. Additionally, Directorate oversees and coordinates security efforts of the approximately 400 Regional Security Officers working at U.S. missions abroad.

Rotations through different areas of the Bureau will ensure that the PMI gains a broad range of experience, while at the same time develops expertise within his or her chosen administrative area. One four-month rotation to another Bureau within the Department of State or to another government agency will be available as an additional means of gaining skills and perspective. (B)

Position Title:
Projected Number of Positions:
Location:
Contact Information:

Foreign Affairs Officer
2-4
Rosslyn, VA
Nicole Pilkus **Phone:** 202-663-0782
E-mail Address: pilkusns@state.gov

Description of Positions

The Office of Intelligence and Threat Analysis of the Bureau of Diplomatic Security (DS/ITA) provides assessments, briefings, and finished publications on transnational terrorism, indigenous terrorism, political violence, and crime. The office coordinates with organizations such as Consular Affairs, S/CT, the NSC, TSA, U.S. Capitol Police, DIA, FBI, and CIA.

DS/ITA is looking for PMIs with expertise in a variety of areas to include: Europe, Middle East, Africa, Western Hemisphere, East Asia & Pacific, and Crime. ITA analysts assess terrorist threats to U.S. interests abroad. The incumbent would also be responsible for monitoring trends and incidents in their region or sub-region. Annual travel to posts within

the PMI's portfolio is required and specialized training in the area of intelligence analysis will be available.

This position requires excellent analytical, verbal, writing, computer, and interpersonal skills. ITA is a small office consisting of approximately twenty Foreign Affairs Officers and a relatively small number of supervisors and specialty staff. There are three former PMIs in the office.

A Top Secret/SCI clearance is required of all selectees prior to beginning work. Please note that an SCI clearance may be difficult to obtain if you are a dual-national or have a foreign-born spouse.^(B)

Position Title:	Management and Program Analyst
Projected Number of Positions:	1
Location:	Washington, DC
Contact Information:	Jackee Schools Phone: 202-663-0480

Description of Positions

The Executive Directorate of the Bureau of Diplomatic Security (DS/EX) provides advice to the Assistant Secretary on the fiscal and human resource issues in the Bureau. This position will initially be located in the Executive Directorate where the incumbent will spend six months working as a Management Analyst. After the incumbent has gained a general understanding of the Bureau's organization and mission, s/he will move into a more specialized position as one of the following:

The incumbent selected will serve in one of the following positions:

Personnel Management Specialist - Personnel Management Division (DS/AO/PMD), coordinated personnel and human resource management services for the Bureau including position classification, recruitment, pay and benefits, and EEO compliance. Personnel Management Specialists are the point of contact for all employees and line managers and provide advice and guidance to all levels of management on personnel matters. This position also requires extensive dealings with the Bureau of Human Resources.

Computer Specialist - Management Systems Division (DS/SYS), provides management and computer systems expertise for the support of automated systems for the Bureau, including policy issues in the dynamic information resources arena of the Department. As a Computer Specialist, the incumbent would plan, design, and implement computer systems and software, to include network administration and equipment analysis. The PMI may lead studies on communications systems, reviewing data such as peak load and circuit capabilities.

Program Analyst - Policy Planning Division (DS/PPD) participates in a wide range of issues relating to security policies, facilitates the work of interagency committees, councils, and working groups, and maintain liaison with other agencies and organizations on security matters. Program analysts are involved in the compilation, analysis, and presentation of the Bureau's five-year plan as well as the yearly Bureau Operational Planning System.

Budget Analyst - Financial Management Division (DS/FMD), prepares budget requests and financial plans for the Bureau and participates in decisions on resource allocations for the various programs and offices within the Bureau. Budget Analysts review segments of the budget request to ensure accuracy and adherence to budget instructions. The incumbent would also monitor the use and rate of expenditure of budgeted funds, and would prepare financial reports.

Procurement Analyst - Administrative Services Division (DS/ASD), provides the Bureau with logistical support in areas such as contracts, procurement, fleet management, travel, and space management. Writing statements of work, steering contracts through the approval process, and procuring various services for the Bureau are all the responsibility of the Procurement Analyst. Management controls and regulatory compliance are also important aspects of this position.

The work requires a highly motivated, self-starting individual with excellent written and oral communication skills. (c)

Position Title:	Foreign Mission Program Specialist
Projected Number of Positions:	1
Location:	Washington, DC
Contact Information:	Jackee Schools Phone: 202-663-0480

Description of Positions

The incumbent serves as a Foreign Missions Program Specialist, who reports directly to the Director of Property and Travel. The Office of Foreign Mission was established in 1982 by the Foreign Missions Act and is responsible for improving the quality and effectiveness of U.S. foreign policy by employing reciprocity to ensure equitable treatment for United States diplomatic and consular missions abroad and their personnel; exercising the authority of the Foreign Missions Act to regulate the activities of specified foreign missions in a manner which will protect the foreign policy and national security interest of the United States; implementing all feasible measures to protect the U.S. public from abuses of privileges and immunities by members of foreign missions; and providing services and assistance to the diplomatic community in the United States to assure the provision of appropriate privileges, benefits and services - on a reciprocal basis.

The Office of Property and Travel is responsible for assessing and ensuring that proper procedures, policies, and compliance are followed for all foreign mission acquisition and use of real property, tax exemption, and travel within the United States.

Major Duties and Responsibilities:

Performs management and program support work, such as research and analysis. Researches and analyzes the Foreign Missions Act, the Vienna Conventional on Diplomatic and Consular Relations, and other agreements pertaining to the rights, privileges and immunities involving property and travel of foreign missions and foreign missions personnel. Read bilateral and multilateral agreements and draws pertinent inference from documents to provide sound interpretation to foreign mission and their personnel on property acquisition, tax exemption, zoning, stateside travel restrictions, and other areas related to real estate and travel.

Implements policies and operating procedures for OFM's real estate and travel programs. Read all directives and policies issued by Office of Foreign Missions. Coordinates projects for various programs. The travel and property programs have high-level interest that occasionally involves high-ranking representatives from key Federal agencies of national security. Such projects may have nationwide or worldwide security implications, and may impact agency-wide initiatives.

Provides support for development of functional plans and schedules for development, management, and execution of travel or property projects to senior specialist and/or supervisor. Read the reciprocity laws and treaties that govern the foreign mission's country of origin for clear and concise understanding. Prepares reports and analyses to record findings and results.

Maintains regular contact with other federal agencies, local, federal and state contractors, and organizations in researching and analyzing real estate and travel regulations. Coordinates foreign missions requests for property or travel with appropriate offices within the Department to include OBO, geographic bureaus, overseas posts, etc, as well as national security agencies, state, and local jurisdictions.

Examines appropriate guidelines to ensure compliance with travel restrictions imposed or makes recommendations to modify, waive, or impose travel controls for reasons of reciprocity or national security. Maintain close contact with real estate agents, private owners, Department officials, state and local government officials, and private owners on real estate and related issues. (B)

Bureau of Education and Cultural Affairs (ECA)

Assignment to the Bureau of Educational and Cultural Affairs provides experience in "public diplomacy"-the involvement of American and foreign publics in our nation's international relations, and the latest addition to the Department of State's diplomatic tool. Bureau programs and activities include the Fulbright Exchange Program, the International Visitor Program, Citizen and Professional Exchange Programs, English Language Programs, Cultural Programs, Educational Advising, Humphrey Fellowships and College and University Affiliations Programs.

Position Title:	Program Analyst
Projected Number of Positions:	1
Location:	Washington, DC
Contact Information:	Linda Wray Phone: 202-619-4205

Description of Position

The Bureau of Educational and Cultural Affairs is part of the Public Diplomacy Cone and is responsible for planning and administering the U.S. government's cultural and educational exchange activities abroad.

PMI assignment would be tailored to the skills and interest of the PMI, but would be similar to the following:

- Program mid-to high-level foreign government officials during their three-four weeks stay in the U.S.;
- Work with international visitors, embassies and contract agencies to plan and develop their programs;
- Administer a scholarship program for a geographic region; and
- Evaluate proposals, liaise between the private sector and embassy, and handle grants and overview programs.

Qualities sought: high energy, excellent writing skills, program design and resource management skills, interpersonal and analytical skills, cultural sensitivity, enthusiasm, computer skills, the ability to work under tight deadlines and take on increasing levels of responsibilities, and tasks in a fast paced environment. (c)

Bureau of European and Eurasian Affairs (EUR)

The Bureau of European and Eurasian Affairs is responsible for developing, coordinating, and implementing U.S. foreign policy on a variety of issues that deal with national security, economic prosperity, democracy, human rights, protection of the environment, halting the proliferation of weapons of mass destruction, and combating terrorism and international crime.

Position Title:
Projected Number of Positions:
Location:
Contact Information:

Foreign Affairs Officer

1

Washington DC

Carol Thompson **Phone:** 202-647-7334

E-mail address: ThompsonCE@state.gov

Description of Position

The Office of Policy and Global Issues (PGI) manages policy and activities related to transnational issues including counterterrorism, crime, corruption, counternarcotics, democracy, human rights, religious freedom, environment, science and technology, health (particularly HIV/AIDS), refugees, and United Nations issues. To fulfill Secretary Powell's mandate to reach out to the Hill more proactively, PGI also manages the bureau's relations with the Congress. The office is also in charge of the bureau planning process and outreach to *diaspora* groups and other communities and corporate entities interested in the region.

EUR/PGI is looking for a Presidential Management Intern (PMI) to take on part of our burgeoning workload on counterterrorism, law enforcement and counternarcotics, and United Nations issues.

Major duties and responsibilities include but are not limited to:

- Research, develop, and implement initiatives related to counterterrorism.

- Plan and implement several counterterrorism dialogues (e.g., bilateral working groups, international conferences) per year, some headed by Deputy Secretary of State Armitage.
- Research, develop, and implement initiatives related to the democracy, crime, law enforcement, and counternarcotics portfolios.
- Help plan, develop and implement the bureau's activities related to the United Nations, particularly Secretary Powell and EUR Assistant Secretary Beth Jones' activities during the two-week opening of the UN General Assembly in New York each September. Support the bureau's planning process, as needed.
- Support the bureau's congressional and other outreach programs, as needed.
- Serve as backup for other global issues portfolios, as needed.

Qualities sought: high energy, excellent analytical and writing skills, ability to work with a broad range of people within and outside government, ability to learn quickly and work in a fast-paced environment under tight deadlines.(c)

Bureau of Human Resources (HR)

The Director General of the Foreign Service and Director of Human Resources (M/DGHR) oversees the Bureau of Human Resources (HR), which handles recruitment, assignment evaluation, promotion, discipline, career development, and retirement policies and programs for the Department's Foreign and Civil Service employees.

Position Title:
Projected Number of
Positions:
Location:
Contact Information:

Program Analyst

1

Washington DC

Greg Delawie, Director **Phone:** 202-647-2675

Description of Position

This position is located on the Policy Coordination Staff, Office of the Director General of the Foreign Service and Director of Human Resources (M/DGHR/PC).

Primary Purpose: Under the general supervision of the Policy Coordination Staff Director, the incumbent serves as a Program Analyst for the Bureau of Human Resources, coordinating bureau-wide initiatives on all aspects of human resource programs and policy development.

Plans, develops, coordinates, researches, and drafts papers relating to highly complex Foreign and Civil Service human resource management programs, policies and issues. (e.g. the impact of domestic, regional or global policies on projected Department hiring and overseas staffing.)

Tasks others in the bureau and the Department with the preparation of policy papers on overarching human resource issues. Works closely with other relevant bureaus and offices to ensure that the material is timely, well written and properly cleared.

Responsible for coordinating with and monitoring numerous GAO & OIG studies of Human Resource issues, tasking other Human Resource offices to respond to GAO & OIG requests, and ensuring that responses are consistent with Bureau policy.

Analyzes administrative processes and/or agency programs. Communicates with colleagues, agency management, and other contacts outside the agency to gather and analyze information about agency processes and programs. Write contracts, reports, letters and other documents with recommendations for management programs, policies and activities.

Performs analytical and evaluative work associated with line and/or program activities.^(C)

Bureau of Information Resource Management (IRM)

The Bureau of Information Resource Management (IRM) responsibilities are: to manage information technology at State's headquarters and at two hundred and sixty U.S. embassies and consulates; and to provide information technology support for a new, "information age" American diplomacy.

Position Title:

Program Analyst

Projected Number of

1 (Additional positions may be available)

Positions:

Location:

Washington DC

Contact Information:

Dan Sheerin **Phone:** 202-647-3256

The Bureau of Information Resource Management (IRM) is looking for PMIs to serve either as a program analyst or information system manager supporting a variety of information technology initiatives underway at the Department.

Description of Position

Major duties and responsibilities of the program analyst position include, but are not limited to:

- Identifies information technology (IT) strategies;
- Programs initiatives to implement IT strategies;
- Evaluates effectiveness of IT strategies and programs.
- Prepares plans and performance measurements for the IRM Bureau;
- Represents IRM Bureau interests to State Department International Affairs Strategic Planning efforts;
- Develops IT workforce plans to provide the State Department with highly skilled IT employees needed today and into the future.

- Analyzes plans and programs for major corporate IT applications, e.g., visa and passport issuance, financial management, personnel, etc.

Qualities sought: excellent analytical, interpersonal and writing skills, computer skills, extensive knowledge of information technology and its application to business processes and reengineering initiatives.

Position Title:
Projected Number of
Positions:
Location:
Contact Information:

Information Systems Manager
1 (Additional positions may be available)
Washington DC
Dan Sheerin **Phone:** 202-647-3256

Major duties and responsibilities of the information systems manager position include, but are not limited to:

- Coordinates information systems, systems analysis and computer programming initiatives;
- Assists in the management of computer specialists focused on computer programming, information systems development and systems analysis;
- Analyzes data processing problems for application to information technology systems.
- Assists in management of project to modernize PC-LAN networks at all U.S. embassies and consulates worldwide;
- Develops the State Department's burgeoning Intranet information systems;
- Analyzes issues related to the State Department's Internet connections, programs and services.
- Develops and managing projects associated with major corporate IT applications, e.g., visa and passport issuance, financial management, personnel, etc.

Qualities sought: extensive knowledge of information technology and support of this technology, including systems analysis, computer program and project management, excellent analytical, interpersonal and writing skills.^(C)

Bureau of Intelligence and Research (INR)

The Bureau of Intelligence and Research (INR), drawing on all-source intelligence, provides value-added independent analysis of events to Department policymakers, ensures that intelligence activities support foreign policy and national security purposes; and serves as the focal point in the Department for ensuring policy review of sensitive counterintelligence and law enforcement activities. INR's primary mission is to harness intelligence to serve U.S. diplomacy. The bureau also analyzes geographical and international boundary issues.

Position Title:

Foreign Affairs Research Analyst

Projected Number of

1

Positions:**Location:**

Washington DC

Contact Information:Steve Halter **Phone:** 202-647-6845**Description of Position**

The PMI selected for this position will serve as an analyst in the TIPOFF Unit, Office of Intelligence Coordination (INR/IC/TIPOFF). Specific responsibilities will be assigned on the basis of office needs and the PMI's interests and experience. Duties will include primary responsibility for the analysis of issues pertaining to world-wide terrorism and suspected foreign terrorists who may pose a threat to US interests abroad or may attempt to obtain US visas. A senior analyst will mentor the PMI and provide both general guidance and introductions to counterparts in the Department of State, the intelligence community and the non-governmental organization/academic community. The PMI will learn to use "all-source information" (open sources, diplomatic reporting, clandestine human and signals intelligence, imagery) to create and update records in the Department's TIPOFF database of known or suspected foreign terrorists and to respond when matches are made to visa applicants or persons applying to enter the US under the Visa Waiver Program. TIPOFF analysts work directly with U.S., Canadian, and Australian visa and immigration officials and intelligence community colleagues. This position affords an unsurpassed opportunity to learn the use of intelligence sources and methods, and enhance analytical skills in the area of responsibility.

Early in the two-year PMI tour, the person selected for this position will develop a plan for at least one rotation that entails project-related work in another office within the Department or an overseas post. That rotation should be developed with the assistance of the sponsoring INR/IC/TIPOFF officer.^(c)

Position Title:

Foreign Affairs Research Analyst

Projected Number of

1

Positions:**Location:**

Washington DC

Contact Information:Steve Halter **Phone:** 202-647-6845**Description of Position**

The PMI selected for this position will serve as an analyst in the Office of The Geographer and Global Issues (INR/GGI). Specific responsibilities will be assigned on the basis of office needs and the PMI's interests and experience. Duties will include primary

responsibility for the analysis of issues pertaining to food insecurity and refugee protection and support, while serving in the Humanitarian Information Unit. A senior analyst will mentor the PMI and provide both general guidance and introductions to counterparts in the Department of State, other USG agencies, as well as the non-governmental organization/academic community. The PMI will learn to use “all-source information” (open sources, diplomatic reporting, commercial imagery) to prepare concise, insightful, timely, and policy-relevant analyses of challenges to US policy for the Secretary and other Department principals. INR analysts work directly with desk officers and other Department officials, as well as counterparts in US Agency for International Development and other US government technical agencies. This position affords an unsurpassed opportunity to enhance analytical skills in the area of responsibility and to learn various facets of interagency cooperation.

Early in the two-year PMI tour, the person selected for this position will develop a plan for at least one rotation that entails project-related work in another office within the Department or an overseas post. That rotation should be developed with the assistance of the sponsoring INR/GGI officer. c)

Position Title:
Projected Number of
Positions:
Location:
Contact Information:
Description of Position

Foreign Affairs Analyst

1

Washington DC

Steve Halter **Phone:** 202-647-6845

This position is located in the Bureau of Intelligence and Research, Office Research (INR/R). The PMI selected for this position will work as a Foreign Affairs Analyst working on the South Asia or Africa portfolio.

The duties for the South Asia Portfolio is as follows: The PMI selected for this position will serve as a foreign affairs analyst in the Office of Research (INR/R). The Office conducts public opinion polls, elite surveys and occasional focus groups in South Asia on a variety of issues relevant to political, economic and social issues and U.S. foreign policies. Specific responsibilities are assigned on the basis of office needs and the PMI’s interests and experience related to public opinion projects on the continent. Duties may include background research on specific topics, preparing questionnaires, analyzing public opinion data and writing reports that are distributed broadly to policymakers in a number of agencies of the Executive Branch of the government and to U.S. Missions overseas. The PMI may also assist in planning new projects on issues related to terrorism and domestic South East Asian political issues. The PMI will monitor domestic South Asian polls and participate in presentations or briefings based on poll findings. There may also be the opportunity to travel to the region to visit polling firms and oversee specific research projects. A senior analyst will mentor the PMI and provide both general guidance and introductions to counterparts in the Department of State, the intelligence community and the non-governmental organization/academic community. INR analysts work with desk officers and other Department officials. This position affords an unsurpassed opportunity to expand knowledge the region, of public opinion research methods, and of the foreign policy and intelligence communities. It will also enhance analytical skills in the area of responsibility.

Early in the two-year PMI tour, the person selected for this position will develop a plan for at least one rotation that entails project-related work in another office within the Department or an overseas post. That rotation should be developed with the assistance of the sponsoring INR/R supervisor.

The duties for the Africa portfolio is as follows: The PMI selected for this position will serve as a foreign affairs analyst in the Office of Research (INR/R). The Office conducts public opinion polls, elite surveys and occasional focus groups in Africa on a variety of issues relevant to political, economic and social issues and U.S. foreign policies. Specific responsibilities are assigned on the basis of office needs and the PMI's interests and experience related to public opinion projects on the continent. Duties may include background research on specific topics, preparing questionnaires, analyzing public opinion data and writing reports that are distributed broadly to policymakers in a number of agencies of the Executive Branch of the government and to U.S. Missions overseas. The PMI may also assist in planning new projects on issues related to terrorism, democratic transitions and domestic African political issues. The PMI will monitor domestic Africa polls and participate in presentations or briefings based on poll findings. There may also be the opportunity to travel to the region to visit polling firms and oversee specific research projects. A senior analyst will mentor the PMI and provide both general guidance and introductions to counterparts in the Department of State, the intelligence community and the non-governmental organization/academic community. INR analysts work with desk officers and other Department officials. This position affords an unsurpassed opportunity to expand knowledge the region, of public opinion research methods, and of the foreign policy and intelligence communities. It will also enhance analytical skills in the area of responsibility.

Early in the two-year PMI tour, the person selected for this position will develop a plan for at least one rotation that entails project-related work in another office within the Department or an overseas post. That rotation should be developed with the assistance of the sponsoring INR/R supervisor.(B)

Bureau of International Narcotics and Law Enforcement Affairs (INL)

The Bureau for International Narcotics and Law Enforcement Affairs (INL) advises the President, Secretary of State, other bureaus in the Department of State, and other departments and agencies within the U.S. Government on the development of policies and programs to combat international narcotics and crime. INL programs support two of the Department's strategic goals: (1) to reduce the entry of illegal drugs into the United States; and (2) to minimize the impact of international crime on the United States and its citizens. Counternarcotics and anticrime programs also complement the war on terrorism, both directly and indirectly, by promoting modernization of and supporting operations by foreign criminal justice systems and law enforcement agencies charged with the counter-terrorism mission.

Position Title:

Foreign Affairs Officer

Projected Number of

6

Positions:

Location:

Washington DC

Contact Information:

Evelyn Green-Smith **Phone:** 202-776-8779

Description of Position

This position is located in the Bureau for International Narcotics and Law Enforcement Affairs, Office of Resource Management (INL/RM). The incumbent's assignments will be

determined by the Controller/Executive Director in accordance with the needs of the specific Offices within the Bureau. The PMI will receive day-to-day direction from the Office Director or a designated senior manager within the Office to which assigned.

Primary Purpose:

The illegal drug trade and growing criminal enterprise around the world poses a serious threat to the United States in the post Cold-War era. The USG is responding to this threat by placing the fight against international narcotics and organized crime high on our national security and foreign policy agendas. Within the State Department, INL has primary responsibility for developing and implementing bilateral and multilateral drug and crime control programs to accomplish these goals and objectives in support of the Administration's comprehensive strategy in the international arena.

The following are typical duties the incumbent(s) will be required to perform:

- Plans, develops and conducts analyses of limited scale and impact regarding complex subjects which have an impact on a national level, e.g. international programs and initiatives to control drug trafficking and global organized crime;
- Analyzes program goals and objectives, as directed by senior staff, and assures they are realistic; recommends any changes required to improve performance with respect to such programs, including the elimination of those which are ineffective or no longer useful;
- Works closely with other specialists in the development, maintenance and monitoring of integrated reporting system(s) affecting programs with functions and operations that are interrelated in the areas of international trafficking in persons;
- Assists senior staff members in reviewing and analyzing policy documents, often technical in nature, and in preparing options and developing strategy for consideration by supervisor; participates in working groups, coordinates findings, and summarizes information for senior staff within the Office;
- Assists senior staff members in drafting technical and informational memoranda and letters on specific subject matters as assigned; also, position papers and reports relating to the Department's programs and policies on the international trade in illegal drugs and organized crime, such as money laundering, credit card fraud, and the traffic in illegal aliens, illegal firearms, and stolen vehicles, etc.;
- Accompanies senior staff members to inter- and intra-agency meetings, serving as note-taker as required; responds to requests for information; serves in liaison capacity among offices within the Department and supports more senior staff in their dealings with other Bureaus and agencies on specific issues, as directed;
- Researches program issues of limited scope and prepares analytical reports and briefing materials for review by more senior staff members in support of more effective program implementation and execution, including the elimination of those functions which are ineffective or no longer useful;
- Provides professional assistance to co-workers and other staff members on operational issues of assigned program(s);

- Follows internal control guidelines with respect to prudent management of material and financial resources, advising supervisor when problems or infractions occur, and offering recommendations to resolve such problems. Strives to produce highest return with lowest cost. Ensures proper security procedures are followed in handling and safeguarding classified material and information. (B)

Bureau of Nonproliferation (NP)

The Nonproliferation Bureau leads U.S. efforts to prevent the spread of weapons of mass destruction (nuclear, chemical, and biological weapons) and their missile delivery systems; to secure nuclear materials in the states of the former Soviet Union; and to promote nuclear safety and the protection of nuclear materials worldwide. It also promotes responsibility, transparency, and restraint in international transfers of conventional arms and sensitive dual-use (commercial and military) technology.

Position Title:

Foreign Affairs Officer

Projected Number of Positions:

1

Location:

Washington DC

Contact Information:

Heather Goodwin **Phone:** 202-647-1889

Description of Position

The Office of Chemical, Biological, and Missile Nonproliferation is part of the Bureau of Non-proliferation (NP/CBM), which leads U.S. efforts to prevent the spread of weapons of mass destruction (WMD) and their missile delivery systems, as well as U.S. efforts to promote responsibility, transparency and restraint in the international transfers of conventional arms and sensitive dual-use technology.

The Office of Chemical, Biological, and Missile Nonproliferation is primarily responsible for developing, coordinating and implementing policies to control the proliferation of chemical and biological weapons and ballistic missiles. This is an issue of broad scope in which NP/CBM has wide-ranging responsibilities to manage issues of global scope and involving numerous U.S. Government Agencies, including Commerce, Customs, Defense, NASA and the Intelligence Community.

Major duties and responsibilities include, but are not limited to:

- Serving as one of several action officers responsible for the formulation and implementation of policies and programs to combat the proliferation of missiles capable of delivering weapons of mass destruction, and related technologies;
- Officer's portfolio includes identifying and stopping worldwide shipments of missile proliferation concern;
- Implementing sanctions law, coordinating the interagency efforts to prepare required Congressional reports, coordinating missile nonproliferation policy for a specific geographic region;

- Managing issues related to U.S. Government participation in the Missile Technology Control Regime (MTCR) and the International Code of Conduct Against Ballistic Missile Proliferation (ICOC).

A background in Foreign Affairs is highly desirable. (B)

Position Title:	Foreign Affairs Officer
Projected Number of Positions:	1
Location:	Washington DC
Contact Information:	Heather Goodwin Phone: 202-647-1889
Description of Position	

The Office of Multilateral Affairs (NP/MNA) is part of the Bureau of Nonproliferation (NP) which leads U.S. efforts to prevent the spread of mass destruction and their missile delivery systems, as well as U.S. efforts to promote responsibility, transparency and restraint in the international transfers of conventional arms and sensitive dual-use technology. MNA primarily supports U.S. nuclear nonproliferation policy and U.S. involvement with the International Atomic Energy Agency (IAEA) and the Nuclear Nonproliferation Treaty (NPT).

Major duties include, but not limited to:

- Advising on, administering, supervising or performing research and other professional work in the formulation and direction of U.S. policy regarding the NPT, nuclear nonproliferation generally, and the IAEA specifically;
- Assisting senior staff members in analyzing options and developing strategies for achieving short and long-term U.S. Government policy goals regarding the IAEA and the NPT;
- Proposing options and alternatives to current or proposed policies on the IAEA and/or preparations for the 2005 NPT Review Conference;
- Participating with higher graded professionals in compiling, analyzing and presenting data to senior officials for use in policy formulation concerning the IAEA and/or the NPT;
- Evaluating information and initiating research to validate existing policy or to recommend implementing changes or new policy or to policy or guidance concerning the IAES and/or the NPT.

Qualities Sought: Knowledge in foreign affairs is highly desirable. High energy, excellent writing and oral communication skills, interpersonal and analytical skills, cultural sensitivity, enthusiasm, computer skills, the ability to work under tight deadlines and take on increased levels of responsibilities and tasks in a fast paced environment.(B)

Position Title:	Foreign Affairs Officer
Projected Number of Positions:	1
Location:	Washington DC
Contact Information:	Heather Goodwin Phone: 202-647-1889

Description of Position

The Office of Regional Affairs (NP/RA) is part of the Bureau of Nonproliferation (NP), which leads U.S. efforts to prevent the spread of weapons of mass destruction (WMD) and their missile delivery systems, as well as U.S. efforts to promote responsibility, transparency and restraint in the international transfers of conventional arms and sensitive dual-use technology.

NP/RA coordinates Department policy development/implementation of efforts to prevent and reverse the proliferation of nuclear weapons, other weapons of mass destruction, and their means of delivery in particular regions of concern.

Major duties include, but are not limited to:

- Manage the public diplomacy-related aspects of U.S. nonproliferation policy vis-a-vis Iraq and Iran, writing press guidance and media themes;
- Meeting with working level foreign counterparts from Washington-based embassies to exchange views/information on Iraq and Iran and their weapons programs;
- Draft talking points, background papers, cables, briefings and memos on verification activities in Iraq and Iran;
- Identify, develop and coordinate responses to sensitive regional nonproliferation issues in Iraq and Iran, ensuring that U.S. national security and arms control objectives are met, and serve as the Bureau coordinator for U.S. involvement in regional nonproliferation initiatives;
- Assist in coordination of U.S. nuclear interdiction efforts to prevent exports of proliferation concern; and
- Build policy consensus around various policy products, such as UN resolutions and senior-level presentation.

A background in foreign affairs is highly desirable. (B)

Bureau of Political-Military Affairs (PM)

The Bureau of Political-Military Affairs (PM) manages political-military relations throughout the world, including training and assistance for foreign militaries, and works to maintain global access for U.S. military forces. PM promotes responsible U.S. defense trade, while controlling foreign access to militarily significant technology, through export controls. PM also coordinates U.S. programs that help rid countries of landmines and other conventional weapons. PM helps protect national security by leading interagency efforts to plan for future crises -- including planning U.S. responses to cyber-attacks against vital computer networks or to nuclear, biological, or chemical attacks overseas.

Position Title:
Projected Number of

Foreign Affairs Officer
1

Positions:**Location:****Contact Information:**

Washington, DC

Giovanni Snidle **Phone:** 703-875-4906**Description of Position**

The PM Special Adviser and Coordinator for Regional Security and Confidence and Security Building Measures (PM/CSBM) is part of the Political-Military bureau, which is responsible for developing and implementing the Bureau's CSBMs program. The PMI candidate will assist the Special Adviser and Coordinator, who reports directly to the Assistant Secretary, in developing annual comprehensive regional security strategies to integrate and maximize bureau efforts to foster regional confidence and security building measures. The Bureau implements the CSBMs program by utilizing its staff expertise and experience in CSBMs and transparency to design regional solutions to regional security problems when requested by affected states; to build constituencies for regional CSBMs and negotiated security agreements; and to foster regional capacities in preventive diplomacy, conflict prevention and conflict resolution.

Major duties and responsibilities include, but limited to:

- Developing, actively advocating and implementing regional security and CSBMs strategies and policies that enhance global security through regional transparency and restraint arrangements which contribute to reducing or constraining threats posed by the acquisitions of advanced conventional weapons or destabilizing excessive accumulation of conventional military capabilities or military force imbalances;
- Coordinate formulation, preparation and implementation of the bureau's efforts to foster regional security and CSBMs in Africa, East Asia and Pacific, Eurasia, Latin America, the Caribbean, South Asia and the Middle East;
- Interact with the Bureau Assistant Secretary and other senior State Department officials on CSBMs;
- Participate in planning for and represent the PM Special Adviser in interagency and interdepartmental meetings, on U.S. delegations discussing these matters with foreign officials, and in regional multilateral security fora;
- Communicate policy positions to senior State Department officials, interagency representatives, non-governmental organizations (NGOs), and foreign government officials;
- Developing and maintaining relevant professional relationships within the State Department and throughout the interagency community, with foreign government officials, and NGO's with requisite expertise, will be required; and
- Maintain current knowledge of and monitor developments related to assigned regional security, CSBM, and transparency issues. PMI's will work with senior U.S. and foreign diplomats in order to accomplish assigned tasks.

Qualities sought: PMI's must have strong written and interpersonal communication skills. Familiarity with conflict prevention and conflict resolution tools, and CSBMs are highly desirable but not required for successful performance in this position. (C)

Position Title:
Projected Number of Positions:
Location:
Contact Information:

Foreign Affairs Officer
1
Washington, DC
Dennis Skocz **Phone:** 202-647-4271
Col. Lynn Hollerbach **Phone:** 202-647-0622

Description of Position

This position is located in the Bureau of Political Military Affairs, Office of Contingency Planning and Peacekeeping (PM/CPP). PM/CPP is the Department's lead for all complex contingency planning worldwide. Assignment to the office provides a unique opportunity for the right PMI to learn about the complex working of the Interagency processes, the interactions between State and Defense, and the opportunities to contribute to national foreign policy formulations. Since complex contingencies occur globally, the PMI's experiences will not be confined to only one region of the world. Working in PM/CPP will also provide the PMI with a superb foundation to develop career-enhancing foreign affairs skills.

Duties include, but are not limited to:

We expect the PMI to put full time attention into developing the subject matter expertise on a range of areas of responsibility in order to provide quality and insightful written and verbal advice and assessment to a range of customers from peer-level action officers to the leadership levels in the Department and Interagency. The PMI is in all likelihood going to find him/herself engaging with relatively senior foreign diplomatic representatives and will be expected to comport him/herself accordingly.

- Research, coordinate, develop and present proposed complex contingency planning documents in regional area of responsibility;
- Establish subject-matter expertise in assigned functional area of responsibility and give lead functional area support to planning efforts by office;
- Provide assessments on needs for planning U.S. national involvement in foreign regions/areas identified as having high U.S. foreign policy interest;
- Serve as primary intelligence coordination with intelligence agencies to provide intelligence Early Warning and coordinate intelligence assessments; and
- Review emerging political-military doctrine, coordinate, as appropriate, with Defense counterparts and provide comments and recommendations supporting State policies on emerging doctrine. (C)

Position Title:
Projected Number of Positions:
Location:
Contact Information:

Foreign Affairs Officer
1
Washington, DC
Steve Costner **Phone:** 202-647-8130

Description of Position

The Office of Plans, Policy and Analysis in the Bureau of Political-Military Affairs (PM/PPA) is responsible for developing and implementing policy on, inter alia, security assistance programs, strategic defense planning, critical infrastructure protection, and small arms/light weapons policy. PM/PPA is interested in hiring a PMI who will be responsible for developing and promoting policies in one or more of these areas, with an emphasis on strategic defense planning.

Major duties and responsibilities include, but are not limited to:

- Coordinating strategic defense planning efforts, primarily with the Department of Defense. In doing so, the PMI will work on current, hot topic issues to ensure defense planning and the conducts of defense activities are consonant with U.S. foreign policy;
- Evaluating information/initiating research to ensure political-military efforts and defense planning are coordinated to promote policies that will bring mutual benefit to such efforts and to recommend changes or new policy as needed. Specific areas of focus include regional defense planning, critical infrastructure protection, and strategic planning;
- Representing the bureau, Department and USG at regional and international seminars and workshops, and in bilateral meetings; and
- Preparing timely, concisely-written background papers, guidance and reporting cables.

Qualities sought: An interest in foreign, defense and military policy; high energy and enthusiasm; excellent verbal and written skills; and the ability to work on multiple tasks in a fast-paced environment. (C)

Bureau of Population, Refugees and Migration (PRM)

The Bureau of Population, Refugees and Migration (PRM) has primary responsibility for formulating U.S. policies on population, refugees, and migration, and for administering U.S. refugee assistance and admissions programs. The migration part of PRM's mandate has increased in importance in the past several years. Migration has become a significant policy area in U.S. multilateral diplomacy. There are more than 120 million migrants in the world today. People move for many reasons: e.g., war and civil conflict, the desire for economic improvement, family reunification and environmental degradation. U.S. policy on international migration focuses on the human rights of migrants, protection for asylum seekers, opposition to uncontrolled and illegal migration, an encouragement of the rapid integration of legal migrants. The Bureau works closely with several multilateral organizations who serve as primary partners in the provision of humanitarian assistance. These include the Office of United Nations High Commissioner for Refugees (UNHCR), the International Committee of the Red Cross (ICRC), UN World Food Program (WFP), the International Organization for Migration (IOM) and many other governmental and non-governmental organizations (NGOs) -- to advance U.S. policy goals.

Position Title:

Program Analyst

Projected Number of Positions:**(THIS POSITION HAS BEEN CANCELLED.)****Location:**

Washington, DC

Contact Information:Evelyn Whitaker **Phone:** 202-663-1011**Description of Position**

The incumbent serves as a program analyst in the Bureau of Populations, Refugees and Migration (PRM) under the supervision and guidance of senior officers within the Office of Assistance for Asia and Near East (PRM/ANE) working on the Afghan Refugees portfolio.

This position has been cancelled.

Performs and coordinates program activities for South Asia (India, Nepal, Bhutan, Bangladesh, Sri Lanka); also backstops the officer for Southeast Asia and Northeast Asia and the Pacific (China, Japan, the Koreans, Mongolia, Taiwan, Fiji, Papua New Guinea, and the Solomons);

Position Title:

Foreign Affairs Specialist

Projected Number of Positions:

1

Location:

Washington, DC

Contact Information:Evelyn Whitaker **Phone:** 202-663-1011**Description of Position**

The incumbent serves as a foreign affairs officer in the Bureau of Populations, Refugees and Migration (PRM) under the supervision and guidance of senior officers within the Office of Assistance for Asia and Near East (PRM/ANE) working on the Afghan Refugees portfolio.

The Foreign Affairs Officer will assist in the development of policy, conduct liaison activities with a broad range of international and/or national organizations and with other government agencies involved in humanitarian assistance, provide advice, monitor existing programs, collect and analyze information, draft telegrams, statistical reports and other documents which relate to humanitarian assistance in the form of protection care, migration or resettlement of refugees.

The incumbent duties include, but are not limited to:

- Advises on, administers, supervises, or performs research or other professional work in the formulation and direction of foreign affairs as related to humanitarian assistance or in the study and disposition of information bearing on humanitarian assistance around the world.
- Evaluates information/initiates research to validate existing policy or to recommend implementing changes or new policy or guidance.
- Performs Policy Analysis, Development and Implementation. Gathers, reviews and interprets information and data submitted by overseas posts, other federal

agencies, non-governmental organizations, and/or international organizations, e.g. United Nations High Commissioner for Refugees (UNHCR), International Organization for Migration (IOM), or International Committee of the Red Cross (ICRC). Compiles, analyzes and. Present information and data to senior officers for use in policy formulation. Reports on significant humanitarian issues and developments that may have a bearing on U.S. foreign policy. Makes recommendations based on analyses, and assists in planning and implementing new policies, regulations, or legislation. Prepares a variety of documents such as analytical reports, briefing materials, decision memoranda, correspondence, and other documents related to the area(s) of assignment.

- Effectively manages assigned refugee, migration or resettlement programs. Establishes systematic methods of program execution, evaluation, or advocacy. Assesses activities to determine funding requirements and to determine whether funding is warranted and available. Coordinates the transfer of funding as appropriate. Reviews all aspects of new or established programs as submitted by NGO's, including statutes, policies, objectives, workload models, issues, constraints, impacts, etc. Evaluates program effectiveness in relation to the funding expended.
- Serves as primary point of contact for the bureau in the program management or implementation process for area of responsibility. Develops procedural recommendations and methods for effective program execution, evaluation, or advocacy. Identifies and clarifies issues related to program requirements, and evaluates accomplishments against established implementation goals. Keeps abreast of potential refugee generating situations in assigned area, and accurately projects the impact of it on Bureau programs.
- Advises other departmental and other agency working-level contacts and the office Director and Deputy Assistant Secretary on program issues and problems; develops and proposes resolutions of program policy and procedural issues and coordinates implementation of management decisions on the program. Participates in interagency working groups and meetings and makes recommendations to these bodies, to department management and to other organizations concerned with humanitarian issues, on new techniques, policies, or program management approaches that will assist in achieving Department goals. Participates in meetings with agencies of other governments and multilateral organizations to contribute detailed analyses and assessments of complex information and alternatives to decision makers.
- Coordinates, implements, and manages established programs and evaluates their effectiveness. Monitors and evaluates program implementation and -risks to the U.S. of program failures, partial successes, and unwanted side effects. Proposes revisions to criteria for evaluation of program success.

Qualities Sought: Knowledge of foreign affairs, high energy and enthusiasm, excellent verbal and writing skills, and relevant regional experience also highly desired. (C)

Bureau of Resource Management (RM)

The Bureau of Resource Management (RM) assists foreign affairs agency heads with developing policies, plans, and programs to achieve foreign policy goals. The Assistant Secretary for RM and CFO also coordinates resource requirements to enable the Secretary of State to present integrated International Affairs resource submissions to the Office of Management and Budget and to the Congress. A number of RM's functions formerly were carried out by the Office of Management Policy and Planning; the Office of Resources, Plans, and Policy; and the Bureau of Financial Management and Policy.

Position Title:

Accountant

Projected Number of Positions:

1 (Additional positions may be available)

Location:

Charleston, South Carolina

Contact Information:

Helen Driver **Phone:** 202-663-2080

Description of Position

Under the general supervision of the Chief of the Accounting Division at the Charleston Financial Service Center, the incumbent of this position is a professional accountant and is responsible for performing a variety of the less complicated accounting functions and activities related to the functional responsibilities of the Division. The work assignments are designed, in part, to further train the incumbent for higher-graded Accountant positions in the Division.

The Charleston Financial Service Center provides financial guidance and services in accordance with the statutes, regulations, policies, and procedures established by the central financial management agencies of the Federal Government including the Office of Management and Budget (OMB), the General Accounting Office (GAO), the Office of Personnel Management (OPM), the Treasury Department, the Department of State (DOS) and the Bureau of Resource Management (RM). In carrying out its financial activities, the Center provides support for the responsibilities of Department's Chief Financial Officer under the Chief Financial Officers Act of 1990 by ensuring that accounting, financial management, financial operations, and internal control systems are established and implemented by posts and other Federal agencies serviced, and by ensuring, through these systems, that all necessary and appropriate efforts are carried out to deter fraud, waste, and abuse of Government resources.

The Accounting Division is responsible for the accounting affairs of the Center including overseas accounting services to more than 50 serviced posts, including more than 30 Federal agencies, with the region of the world (30 Latin American countries). The incumbent of this position performs a variety or segments of the accounting functions for which the Division is responsible. Most of the incumbent's assignments are well-precedented or essentially involve the use of relatively conventional accounting methods and procedures.

As a developing professional Accountant, the incumbent independently performs relatively uncomplicated assignments or segments of larger, more complex assignments relating to the functional responsibilities of the Division. These responsibilities include, for example:

- The reconciliation of documents, schedules, and statements with data in accounting systems and, as appropriate, with Treasury data.

- The initiation and implementation of internal control measures to ensure the overall financial integrity of the Charleston Financial Service Center accounting database/systems.
- The tracking and monitoring of accounting transactions to ensure that they are recorded in the applicable systems in a timely manner so as to ensure the accuracy of the financial reports of the Center.
- The auditing and verification of commitment, obligation and expenditure information.
- In all assignments relating to these and other functional responsibilities of the Division, the incumbent is responsible for identifying and problems and/or irregularities which may appear in the accounting data. The incumbent provides solutions when conventional accounting principles and practices apply or he/she refers the problems to the Division Chief or a higher-graded Accountant for solution. In the areas of his/her continuing assignments, although uncomplicated assignments, the incumbent serves as the initial point of contact for inquiries and requests for information and/or interpretation of data. The incumbent responds to such inquiries and requests while checking with the supervisor to ensure that all aspects of the requests or inquiries are addressed properly. The incumbent refers complex and sensitive questions and problems to the supervisor for special handling.

As assigned, the incumbent participates with higher-graded Accountants in the performance of special accounting and financial management projects or the performance of special research and preparation of special reports on financial data which may be required or requested by management officials of the Center or the Bureau. In the performance of such activities, the incumbent is responsible for identifying and gathering the necessary data and for making an initial analysis of the accounting data which is needed to respond to the needs of management. Essentially for training and development purposes, the incumbent may accompany or participate with the Division Chief in meetings with top Center and Bureau officials on subjects dealing with the incumbent's projects or assignments. (C)

Position Title:
Projected Number of
Positions:
Location:
Contact Information:

Banking Specialist

1 (Additional positions may be available)

Charleston, South Carolina

Helen Driver **Phone:** 202-663-2080

Description of Position

The Charleston Financial Service Center provides financial guidance and services in accordance with applicable legislation and regulations and policies of the Office of Management and Budget (OMB), the General Accounting Office (GAO), the Treasury Department, the Department of State (DOS) and the Bureau of Resource Management (RM). In particular, the Center is responsible for providing support for the responsibilities of the Department's Chief Financial Officer under the Chief Financial Officers Act of 1990 by ensuring that accounting, financial management, financial operations, and internal control systems are established and implemented by posts and other Federal agencies serviced, and by ensuring, through these systems, that all necessary and appropriate efforts are carried out to deter fraud, waste, and abuse of Government resources.

This position is under the supervision of the Chief, Banking and Cash Management Unit, in the Disbursing Division at the Charleston Financial Service Center. The functional responsibilities of the Unit involve a wide range of activities relating to the provision of banking and cash management services for the US Government agencies in Latin America serviced by the Center. These functional responsibilities include: funding local bank accounts for all serviced posts; directing the purchase of local currency by either open market purchases with U. S. dollars or the collection of local currency from various sources; reconciling U. S. dollar Treasury accounts by matching dollar deposits and adjustments; reconciling local currency accounts by matching actual bank statement transactions to the system "checkbook" transactions; managing local currency bank balances by calculating the anticipated working requirements for a 7- to 10-day period considering average disbursements, collections, and deposits; "borrowing" funds (when funds are needed by the Disbursing Officer for operating expenses) from restricted accounts and repaying this "unfunding" by reclaiming funds from Treasury, monitoring Treasury gains and losses, Foreign Transactions accounts and Foreign Service Accountability accounts, and Disbursing Officer fiscal irregularity losses; maintaining close professional relationships with bank officials at serviced posts where the Disbursing Officer maintains bank accounts; and preparing monthly and other reports to the Department of State, Treasury Department, serviced agencies, serviced posts, and post cashiers.

The administration and use of foreign currencies (as is true with respect to the Charleston Center and the Regional Administrative Management Centers) has a significant impact on the monetary and budgetary policies of the US Government. This factor, combined with such developments as rapid advances in banking technology, international communications in many areas of the world, and entrenched economic volatility in many foreign countries, makes the development, implementation and coordination of disbursing, foreign banking, foreign exchange and related foreign currency cash management policies, procedures and operations a very complex, fluid, and continuously changing responsibility. Because of the amount and diversity of foreign currencies involved, this position and other positions in the Unit are of critical importance to the effectiveness of the Center's and Department's financial operations.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent of this position independently carries out a variety of the less-complicated assignments related to the functional responsibilities of the Banking and Cash Management Unit or participates with higher-graded specialists in carrying out project assignments which include some the more complex aspects of the work of the Unit. For example, the incumbent:

- Assists in the activities involved in the issuance of foreign currency checks and the maintenance and reconciliation of accounts in foreign banks which are used to deposit foreign currency collections. The incumbent tracks disbursements, credit advices, transfers, and other receipts and collections to balance the accounts. The incumbent ensures that the applicable exchange rates and other information support the accuracy and completeness of the bank statement. The incumbent also ensures that the banks credit the amount agreed upon at the exact time of a currency purchase as opposed to attempting gains by using an exchange rate more favorable to the bank.

- Contacts banks and posts in order to obtain supporting or clarifying data or other information requisite to ultimately balancing disparate records. The incumbent may participate in negotiations with foreign banks for required corrective actions whenever necessary.
- Assists in or conducts the research and analysis of various types of transactions with the potential of revealing the basis for any discrepancy in accounts. The incumbent identifies problems, resolves them or seeks assistance in resolving them, and makes adjustments to enter missing interest bank charges, debit/credit adjustments, etc. or to correct errors.
- Meets with the foreign currency buyers of the Unit to keep them informed of bank account status and pending activity to enable their decisions on over-draft avoidance, for timely currency buys, or use of float.
- Maintains contacts with assigned posts and alerts them to potentially serious banking problems, exchange rate changes due to devaluation, revaluation, or other cash management issues related to specific posts or agencies.
- Participates in the identification and evaluation of discrepancies in the Charleston Financial Service Center's disbursing reports, such as erroneous gains or losses in the currency exchange. The incumbent prepares or assists in preparing explanations of discrepancies and the requisite steps needed or taken to eliminate repeated and/or future occurrences.

The incumbent also participates with others in identifying and analyzing the reasons for any problems encountered and in making recommendations for preventing and eventually eliminating the problems. (c)

Position Title:

Computer Specialist

Projected Number of Positions:

1 (Additional positions may be available)

Location:

Charleston, South Carolina

Contact Information:

Helen Driver **Phone:** 202-663-2080

Description of Position

This position is a Computer Specialist in the Computer Operations Branch, Financial Systems Division, Charleston Financial Service Center. The Financial Systems Division is responsible in brief, for wide-ranging functions in implementing, enhancing, operating, and maintaining the automated financial and administrative management systems in the Charleston Financial Service Center (CFSC). The Division is divided into two Branches: the Systems Support Branch and the Computer Operations Branch.

Major duties and responsibilities, include but are not limited to:

With knowledge of and skills in the application of computer techniques, theories, concepts, methods and job-control languages, and with knowledge of the specific computer programs involved in existing financial management systems, the incumbent participates with and assists other Computer Specialists in carrying out assignments involved in administering

and ensuring the effective, efficient, and continuous operations of the computer systems involved in producing accurate, timely, and integrated financial information in the forms needed for the effective management of the DOS financial resources. The incumbent serves as a team member or carries out various assignments for which he/she is independently responsible. Continuing or special assignments typically include the application of computer knowledge and skills in carrying out or participating in work such as that involved in:

- Giving appropriate software and hardware commands in order to fulfill requests for ad hoc and special reports requested by management officials within the Center and/or senior officials from Bureaus within the Department of State;
- Participating in activities to ensure the around-the-clock operations of the computer systems, including all of the hardware, software, and peripheral equipment involved. The incumbent responds to and solves a limited range of the problems which computer operators and others are having in operating the systems and in producing critical financial management information via reports which are scheduled and/or specially requested. These problems may result from system crashes, program errors, data entry and content errors, operator/user errors, etc. The incumbent helps to ensure that reports of problems are thorough and accurate. Within the limits of his/her capabilities, the incumbent is responsible for recommending solutions to the problems identified, and for helping to ensure that critical information is available to the Center's managers as soon as possible by implementing and monitoring problem solutions and thereby maximizing system availability;
- Participating with other Computer Specialists in analyzing the reasons for any problems encountered in system operations. On a continuing and proactive basis, the incumbent (and all Computer Specialists) identifies possible future problems and for making recommendations to the supervisor or team leader for use in problem resolution. This could be in the form of recommending utilization of new technologies as well as the upgrading of existing technologies as deemed necessary;
- Recommending changes to the systems/programs and with direction from the team leader or supervisor, working with the Systems Support Branch in developing such changes as may be necessary and for coordinating the implementation of plans to resolve operational problems. Sometimes this coordination will be with DOS Bureaus outside the Center;
- Participating in work to ensure the integrity of the various data bases for existing systems and ensuring that the systems are operating, are utilized properly, and are meeting identified requirements;
- Helping to ensure that data in existing systems are properly backed up, archived, and properly logged;
- Loading and ensuring the effective operations of new or upgraded operating systems and applications software and/or participating in the installation of new equipment;
- In connection with existing systems, providing support and assistance to and answering the procedural questions of users throughout the Center; and

- Making recommendations for the procurement of equipment and software, and maintaining an inventory of all hardware, software, and peripheral equipment. (C)

Position Title:	Program Analyst
Projected Number of Positions:	1
Location:	Washington, DC
Contact Information:	Helen Driver Phone: 202-663-2080

Description of Position

This position is located in the Office of the Executive Director, Bureau of Resource Management (RM/EX), and reports to the Personnel Unit. The incumbent serves as a Program Analyst responsible for coordinating projects and tasks assigned by the Human Resource Specialist Supervisor.

The incumbent serves as a key assistant to the HR Specialist in the performing of analytical and evaluative work on aspects of the many projects being implemented in RM.

- S/he coordinates on initiatives with Managers, other HR Specialists, the staff at the Charleston Financial Service Center (CFSC) Complex, at other Financial Service Centers, in various offices within RM in Washington, and with posts.
- The Program Analysts coordinates presentations to senior management within RM. The incumbent will also be responsible for working with other areas within RM as the need arises to assist them with analyzing their program needs.
- Analyzes administration processes and/or agency programs. Communicates with colleagues, agency management, and other contacts outside the agency to gather and analyze information about agency processes and programs.
- Writes contracts, reports, letters, and other documents with recommendations for management programs, policies, and activities. Perform analytical and evaluative work associated with line and/or program activities.
- Evaluates, processes, or make recommendations for effective organizational changes. Reviews internal processes and procedures, making recommendations for improvements to promote efficiency and cost savings. Performs organizational analysis for a functional area throughout a region. (C)

Bureau of Verification and Compliance (VC)

The Bureau for Verification and Compliance (VC) is responsible within the Department for the overall supervision of all matters relating to verification of and compliance with international arms control, non-proliferation, and disarmament agreements and commitments. To this end the Bureau has oversight of policy development, implementation and resources related to verification and compliance. In this regard, the Bureau prepares the President's Annual Report to the Congress on Adherence to and Compliance with Arms Control and Nonproliferation Agreements and Commitments. The Bureau also serves as the Department's verification and compliance policy liaison with the intelligence community, which includes providing guidance on funding and priorities for collection and analytic assets. As the lead in the Department for preserving and seeding development of verification technologies (e.g. managing the Verification Assets Fund), the Bureau heads the interagency Nonproliferation and Arms Control Technology Working Group (NPAC TWG). The VC Bureau also leads and coordinates multilateral negotiations in the EU, APEC, OECD, and other fora that address existing and emerging Information Technology threats and vulnerabilities to our economic security. The Bureau further leads and coordinates all bilateral negotiations and meetings aimed at identifying, developing, and facilitating science and technology solutions for critical infrastructure protection. The Nuclear Risk Reduction Center (NRRC) is also operated by the VC Bureau.

Position Title:

Foreign Affairs Officer

Projected Number of

2

Positions:**Location:**

Washington, DC

Contact Information:Muriel Williams **Phone:** 202-736-7242

Description of Position

The Office of Strategic and Missile Affairs is responsible, among other issues, for all matters relating to verification and compliance with international arms control, nonproliferation, and disarmament agreements and commitments. It develops, in conjunction with the Arms Control and Nonproliferation Bureaus and the relevant negotiators, provisions allowing effective verification of arms control, nonproliferation, and disarmament proposals. It assesses, in conjunction with the Arms Control and Nonproliferation Bureaus, and the relevant commissioners, from the standpoint of verification and compliance of strategic and missile affairs, the implementation of arms control, nonproliferation, and disarmament agreements and commitments.

Major duties and responsibilities include, but are not limited to:

- Assists in coordinating and analyzing information related to U.S. arms control and nonproliferation policy objectives concerning weapons of mass destruction (WMD) and means of their delivery.
- Assists in evaluating information from national technical means (NTM) systems to obtain assessments for treaty verification and the provisions of informal future arms control arrangements.

- Assists in assessing compliance by parties to treaties, agreements to which the U.S. is a party. Assists in assessing adherence to nonproliferation commitments made by parties with the United States.
- Drafts written reports concerning compliance with missile non-proliferation and disarmament commitments, such as the MTCR and missile-related arms control agreements.
- Prepares written and oral presentations of issues for senior department leaders, representatives of other agencies, and when directed, members of Congress and their staffs.

Qualities sought: High energy, excellent writing skills, outstanding analytical skills, computer skills, mastery of social science methods and techniques of at least one specialty area, knowledge of ballistic and cruise missiles, knowledge of current U.S. foreign policy, and knowledge of U.S. foreign affairs.(c)

Office of International Information Programs (IIP)

The Office of International Information Programs (IIP) is the principal international strategic communications service for the United States foreign affairs community. IIP designs, develops, and implements a wide variety of strategic public diplomacy initiatives, using Internet and print publications, traveling and electronically transmitted speaker programs, and information resource services. These efforts reach – and are created strictly for – key international audiences, such as the media, government officials, opinion leaders, and the general public in more than 140 countries around the world. IIP's programs and services are specifically designed to articulate U.S. government policies and actions, and present American society in all its complexity. They promote key issues such as democratic society, rule of law, free market economics, independent judicial systems, open and fair electoral systems, independent media. They also address key international issues as they arise, from arms proliferation and drug abuse to the global environment and human rights.

Position Title:

Thematic Program Officer

Projected Number of

1

Positions:

Location:

Washington, DC

Contact Information:

Linda Wray **Phone:** 202-619-4205

Description of Position

Using Public Diplomacy Tools, IIP reaches out to key foreign audiences to improve their understanding of U.S. foreign policy and society. IIP is looking for a PMI to serve as a Thematic Program Officer performing the following duties:

- Incumbent will serve as a speaker program officer, charged with recruiting experts and producing, acquiring, and distributing electronic and printed information concerning issues central to U.S. national interests. The position requires excellent interpersonal skills, strong writing and editing skills and familiarity with U.S. foreign policy issues.

- The incumbent will expect to seek out, identify, select, recruit, and schedule appropriate speakers/specialists (traveling or electronic) to support the foreign policy needs of America's overseas post.
- The incumbent must be able to establish and maintain professional contacts with significant, influential experts and institutions in the geographic or thematic area of expertise, both within and outside the government, involving them in program consultation, preparation and participation.

Other qualities sought: high energy, analytical skills, cultural sensitivity, enthusiasm, computer skills, the ability to work under tight deadlines and take on increasing levels of responsibility in a fast-paced environment. (C)